

**APPLICATION FOR FUNDING  
HOMELESSNESS PREVENTION & RAPID RE-HOUSING PROGRAM**

**Cover Page**

(All applicants must complete this section. Please TYPE information.)

**I. APPLICANT INFORMATION**

Applicant Organization's Legal Name: Durham Crisis Response Center

Primary Contact Person: Aurelia Sands Belle Title: Executive Director

Applicant Organization's Physical Address: 206 N. Dillard Street, Durham, NC 27701

Applicant Organization's Mailing Address: 206 N. Dillard Street, Durham, NC 27701

Telephone Number: 919-403-9425 Fax Number: 919-490-9726

E-Mail Address: abelle@durhamcrisisresponse.org Tax Identification #: 58-1496427

DUNS Number: 057217981

(Dun & Bradstreet, Inc. provides this number at no charge and is required for federal funding recipients.)

Preparer Name: Aurelia Sands Belle Signature: \_\_\_\_\_

Title: Executive Director Date: July 8, 2009

**II. REQUESTED HPRP FUNDS BY ELIGIBLE CATEGORY**

Category	Amount
Financial Assistance	\$102,000
Housing Relocation and Stabilization Services	\$ 16,500
Data Collection and Evaluation	\$
Administrative Costs	\$ 30,870
<b>Total funding request</b>	<b>\$149,370</b>

Percentage HPRP investment (Total Amount Requested/ Project Cost): 100 %

**III. SERVICES PROPOSED**

Check the type of activities that best describes your project:

<input checked="" type="checkbox"/> Short-Term Rental Assistance	<input checked="" type="checkbox"/> Medium-Term Rental Assistance
<input checked="" type="checkbox"/> Security and Utility Deposits	<input checked="" type="checkbox"/> Utility Payments
<input checked="" type="checkbox"/> Case Management	<input type="checkbox"/> Housing Search and Placement
<input type="checkbox"/> Outreach and Engagement	<input checked="" type="checkbox"/> Moving Cost
<input type="checkbox"/> Motel/Hotel Vouchers	<input type="checkbox"/> Credit Repair
<input type="checkbox"/> Data Collection and Evaluation	<input type="checkbox"/> Legal Services
<input checked="" type="checkbox"/> Administrative Costs	<input type="checkbox"/> Other:

#### IV. PAST CITY SUPPORT

Please list all funding awarded by the City in the past five years. Include awards made by Departments other than Community Development (formerly Department of Housing and Community Development). If in one year your agency received assistance from more than one City Department, please list all sources and associated amounts:

Year Awarded	City Department & Program	Award Amount	Project/Program Name
2008-2009	Budget Department/Non-City Agency Program	\$12,000.00	Example: ABC Tutorial Program
2007	CDBG	23,000	Emergency Shelter Services
2007	ESG	24,000	Emergency Shelter Services
2008	Budget Department/NCAP	19,920	Community Education
2009	Budget Department NCAP	15,676	Community Education

#### V. AGENCY INFORMATION

**1. What is your agency's mission statement?**

*"To work with the community to end domestic and sexual violence through advocacy, education, support and prevention."*

**2. How long has the Agency existed in its current form?**

DCRC was formed in 2001 after the merger of the domestic violence program, ARISE and the sexual assault program, Rape Crisis Services of Durham and Orange Counties.

**3. How long has the Agency had its 501 (c) (3) status? If your organization is a for-profit entity, how long has the entity been registered to conduct business in North Carolina?**

DCRC applied for non-profit status in 2001 and has been registered to conduct business in NC since that time.

**4. How many years has the Agency conducted the project/program for which it is requesting funding?**

DCRC has provided emergency shelter services since its inception in 2001, but also provided such services under its former name.

**5. List all other programs managed by the Agency.**

Emergency Shelter	24-hour Crisis Line	Counseling	Education	Legal Advocacy	Case Management
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**6. Has your agency received an independent audit conducted by a Certified Public Accountant?**

☒ Yes   ☐ No

**7. If so, what is the name of your auditor?** Self & Associates

**8. What was the time period (fiscal year) being reviewed?** July 1 – June 30



***Durham Crisis Response Center's***  
***"Domestic Violence Homeless Prevention Services Project"***

***Homelessness Prevention and Rapid Re-housing Proposal***

***Project Description***

**Introduction**

The Durham Crisis Response Center (DCRC) has over 20 years of experience working with men, women, and children who become homeless due to fleeing from domestic and sexual violence. Each year, approximately 1,200 victims of domestic violence and sexual assault contact DCRC in Durham, North Carolina seeking supportive services, including emergency shelter. While many of these individuals need only short-term emergency care, many others require long term housing assistance and support services in order to achieve independence from their abusers.

**Project Goals**

The project goal is homelessness prevention for the sexual assault and domestic violence victims DCRC serves, primarily by offering, rental deposits, mid-term rental and utility assistance, lock changes, moving costs, and case management support for transitional housing to victims moving from life at the shelter or with an abuser, to an independent life free of violence.

Currently, **there are no transitional housing options in Durham that are solely designed to address the needs of domestic violence and/or sexual assault victims. The few transitional housing options that are available within this community will only accept women with children.** The transitional housing programs for women with children have limited space with long wait lists that may exceed a year or longer. Over the past three years, 95% of the women who entered the emergency shelter in Durham identified housing as their primary need and over 80% of the women who left the emergency shelter had limited housing options.

The women and children who are transitioning from the domestic violence shelter located in Durham, North Carolina will represent the **target population** for this project. They encompass families that have already come to DCRC to seek crisis intervention services due to experience with sexual assault and domestic violence, so we will market the HPRP program via our existing infrastructure such as crisis counseling, support groups, and our emergency shelter. This target group has an extremely challenging time locating affordable transitional housing within the Durham community. **The limited transitional housing options in Durham, North Carolina create two major problems for these women and their children.** First, the lack of transitional housing in Durham creates a potentially dangerous situation for these women and their children. Of the women who resided in the DCRC emergency shelter in 2008, 26% actually returned home to their abusers immediately following their stay because they did not have any other viable living option. Of the women and children who were able to move into their own homes following emergency shelter placement, more than 80% eventually returned to their abuser because they were financially unable to maintain permanent housing.

Last year, 20% of the 243 women and children who resided at the emergency shelter stayed beyond the required four week period because they could not secure transitional or permanent housing in a short time frame. This resulted in 546 bed nights that could have been available to others. If funded, this project will provide a more seamless transition to long term housing over up to a 9- month period for up to 70 families a year displaced due to domestic and sexual violence, thereby increasing the access to emergency shelter housing to more women and their children in the Durham community.

Finally, although women at the emergency shelter receive a menu of services which are designed to move them towards self-sufficiency, economic independence and stabilization, their reality of achieving this goal is greatly impacted by the lack of longer-term programs and services that are available to them following emergency housing. In 2008, the majority of the women who were able to move into permanent housing after exiting from the DCRC emergency shelter did so before they were financially stable. If

funded, this project will allow DCRC to provide support so that women can save their own resources as they become self-sufficient.

The National Task Force to End Sexual and Domestic Violence Against Women recognizes that transitional housing provides an essential continuum of care between emergency shelter and permanent housing. Therefore, the Durham Crisis Response Center is requesting **\$49,790 per year for a total of \$149,370** over a three year period in order to provide homelessness prevention in the form of transitional housing support for a seamless continuum of care along with counseling, case management, and advocacy, to the women and children who transition out of the Durham emergency shelter each year, or who are identified through the agency's Non-Residential Services Program.

DCRC will provide mid-term rental and utility assistance to facilitate transitional housing over up to a 9 month period to 10 or more women and children who have completed their four-week stay in the Durham domestic violence emergency shelter. Participants will receive the services and support throughout their affiliation with DCRC and as long as they receive rental and/or utility assistance.

\$7,200 will be used for case management to partially cover salaries of the Shelter Services Coordinator, and Case Manager that will locate appropriate transitional housing for victims leaving the shelter and our non-residential clients, and report in the HMIS system for the length of the grant period and \$3,090 will cover part of the time of the financial coordinator, who will be in charge of making payments to the appropriate entities for clients served under the grant.

Use of Funding:

<b>Rental Security Deposits</b>	<b>\$10,000</b>	\$500 maximum per family for up to 20 families a year
<b>Mid-term Rental Assistance</b>	<b>\$18,000</b>	\$400 maximum per month for up to 9 months to aid 10 victims/families or more
<b>Utility Assistance (Deposits or Maintenance of Service)</b>	<b>\$6,000</b>	\$300 maximum per qualifying family to aid 20 families
<b>Lock Changes</b>	<b>\$1,500</b>	\$150 max per families for up to 10 families
<b>Moving Costs</b>	<b>\$4,000</b>	Up to \$400 per qualifying victim, will impact 10 families or more
<b>Salary Costs:</b>	<b>\$10,290</b>	<ul style="list-style-type: none"><li>a. Director of Shelter Services: \$4,000 (to pay for 10% of time devoted to case management)</li><li>b. Case Manager \$3,200 (to pay for 10% of time devoted to case management)</li><li>c. Finance Manager \$3,090 (15% of time to pay for financial oversight of program)</li></ul>

Budget

Rental Security	\$ 10,000	\$ 10,000	\$10,000	\$ 30,000
Deposits				
Mid-term Rental	\$ 18,000	\$ 18,000	\$18,000	\$ 54,000
Assistance				
Utility Assistance	\$ 6,000	\$ 6,000	\$ 6,000	\$ 18,000
Lock Changes	\$ 1,500	\$ 1,500	\$ 1,500	\$ 4,500
Moving Costs	\$ 4,000	\$ 4,000	\$ 4,000	\$ 12,000
Salary Costs	\$ 10,290	\$10,290	\$10,290	\$ 30,870
<b>TOTAL</b>	<b>\$49,790</b>	<b>\$49,790</b>	<b>\$49,790</b>	<b>\$149,370</b>

Encouraging Partnership

DCRC has developed extensive existing local and regional partnerships during its work as the sole provider of sexual assault and domestic violence services in Durham County. DCRC will work with the North Carolina Coalition Against Domestic Violence (NCCADV) and other shelter programs, statewide and nationally, to draw from their experience and expertise in providing transitional housing for survivors of domestic violence and sexual assault. In addition, we will work closely with the Durham County homelessness task force and committees in charge of the 10-year plan to end homelessness to ensure that staff and victims involved with this project use best practices in preventing homelessness.

### Organization's Experience

DCRC has over 20 years of experience working to prevent homelessness of victims of domestic violence and sexual assault via its shelter program and partnerships with other local entities. Recently, DCRC and another local non-profit InStepp, have partnered to submit a comprehensive proposal to the federal government to create more permanent transitional housing in the Durham area. If funded, that project will serve up to 20 families a year. If both our requests are funded, we can serve up to 70 families affected by violence in the home, and reserve Durham funding for those at 50% AMI or below.

### Resources

DCRC has adequate staff and resource levels capable of successfully operating the proposed program. We are proposing \$10,290 to help cover administrative costs associated with staff time devoted to homelessness prevention activities, and reporting in HMIS. Currently, the three main staff people devoted to this project will be; Alma Davis, Shelter Services Coordinator who will provide case management and administer the homelessness prevention program including locating transitional housing options and ensuring that victims meet eligibility requirements; a case manager, and George Kolasa, who will provide financial management and financial oversight of the project.

Ms. Davis has been working on issue of homelessness for 8-years with the Durham 10-Year Plan to End Homelessness Working Committee, and has been working closely with DCRC's emergency shelter grants with the City of Durham and the State of North Carolina to address homelessness due to domestic and sexual violence. George Kolasa, Finance Manager, is a Certified Public Account with over 30-years of experience working in accounting in the educational and nonprofit sectors.

DCRC's Executive Director, Aurelia Sands Belle, will provide oversight and guidance to the staff of this project in order to ensure its success. Ms. Belle has been in the field of victimology for 28-years and has been in leadership at DCRC since 2006.

### Sustainability

DCRC is dedicated to securing sustainable funding to further the homelessness prevention activities outlined in this grant proposal beyond the three-year grant period. As mentioned above, we have already submitted a major proposal to the Office of Violence Against Women to fund transitional housing infrastructure for Durham County. In addition, we can work more closely with other homeless prevention non-profits and government agencies that were a part of the Durham 10-year plan to ensure that we continue to be “in the know” about resources to continue this work in the community. We anticipate that helping victims of domestic violence and sexual assault with access to transitional housing help reduce the number of “repeat clients” we see due to victims returning to abusive situations. As mentioned above, a large number of shelter residents list housing as a major issue in their lives. In order to provide the best continuum of care, DCRC remains committed to helping victims with housing to facilitate transition to more stable living after facing domestic violence or sexual assault. Additionally, DCRC is participating in a capacity building grant with the Solomon Institute that will allow us to develop a longer term fundraising strategic plan that incorporates all of our activities in the community.

DCRC works with local community groups and faith based organizations not only for referrals of victims for our services, but we also rely on faith based institutions in particular to provide supportive services for families dealing with violence in the home, such as clothing, toy, and other donations, volunteers, and other things as needed. Due to our existing relationships with community and faith based groups, participants in the HPRP program of DCRC will be connected to additional family resources that they need.

### ***Measuring Accomplishments***

DCRC will measure impact by using the benchmark of assisting up to 70 families per year with the funds requested, potentially impacting 210 families over the three-year grant period. We have listed our specific activity benchmarks for the funds below, and above in the usage of funds section.

On an annual basis, for each year of the grant we propose the following impacts:

- A. Rental Security Deposits - \$500 maximum per victim for up to 20 families a year
- B. Mid-term Rental Assistance - \$400 maximum per month for up to 9 months to aid 10 victims/families or more
- C. Utility Assistance- \$300 maximum per qualifying family to aid 20 families
- D. Lock Changes - \$150 max per person for up to 10 families
- E. Moving Costs - Up to \$400 per qualifying victim, will impact 10 families or more

In addition, we hope to have a larger impact of helping families live violence-free lives. By participating in the proposed homelessness prevention and rapid re-housing program (HPRP), our goal is to reduce the number of families affected by domestic violence and sexual assault in Durham. We anticipate that program participants will be able to remain violence free for the time that they are involved with the transitional housing initiative and beyond, and we will encourage families involved in the program to attend counseling sessions, support group meetings and avail of other DCRC services in order to help them transition.

### ***Performance: Reporting, Monitoring, Record-Keeping***

DCRC has extensive experience using various reporting systems, though not HMIS. DCRC does not use the HMIS system to report homelessness prevention activities because our clients require a strict confidentiality of their identity as victims of domestic violence and sexual assault. We have worked with the City of Durham's Department of Community Development to create a parallel tracking system that does not compromise confidentiality of our clients on grants such as Community Development Block Grants and the Emergency Shelter Grant from the city. DCRC also has experience with both online and paper reporting and submissions of proposals via federal portals such as Grants.gov.

DCRC has successfully managed reporting, monitoring, and record-keeping for other federal, state, and local funders and have been good stewards of grant funding received in the past. We routinely submit reports to the NC Council for Women, and the Governor's Crime Commission for grants that fund our sexual assault and domestic violence program. In addition, we have also been recipients of funding from the Triangle Community Foundation, United Way, Target, Time Warner, Whole Foods, and North Carolina Department of Health and Human Services. We have included letters in the appendix that speak to DCRC's track record in undertaking similar activities, including reporting, monitoring and recording-keeping for projects of similar scope and size.

### ***Coordination and Collaboration***

We are a member of the Continuum of Care; Alma Davis, Shelter Services Coordinator, participates in the 10-Year Planning Committee to End Homelessness and participates with other groups for the Continuum of Care for Durham. We are also a part of the Results Based Accountability Group for Durham City/County and the Housing Results Based Accountability Subcommittee. We have also participated in a point in time counts for homeless organized by the City of Durham.

DCRC will coordinate and collaborate with a variety of local organizations that are also interesting in preventing homelessness and/or work in partnership with us on issues of domestic violence and sexual assault. These collaborations include **KIRAN**, a statewide organization serving South Asian victims of domestic violence; **Legal Aid of North Carolina**, and their work with our low-income victims of violence; **InStepp, Inc.**, who provides life literacy and job readiness skills to women of color and those with a conviction history; **Housing for New Hope**, a homelessness prevention agency; and **Women-In-Action**, who provides conflict resolution and mediation services for women whose lives are in transition.

# *APPENDIX*

## **Attachments**

501c3 Letter

NC Secretary of State Certification Letter

Letters of Support

Funding Commitment Letters

Staff Resumes

Agency Audit

Financial Management Procedures

Signed Certification Page

Board List

Minutes of Board meeting

**Internal Revenue Service**

**Department of the Treasury  
P. O. Box 2508  
Cincinnati, OH 45201**

**Date:** March 2, 2004

**Durham Crisis Response Center  
P. O. Box 52028  
Durham, NC 27717-2028**

**Person to Contact:**

**Ms. Regina Parker 31-07403  
Customer Service Specialist**

**Toll Free Telephone Number:**

**8:00 a.m. to 6:30 p.m. EST  
877-829-5500**

**Fax Number:**

**513-263-3756**

**Federal Identification Number:**

**58-1496427**

Dear Sir or Madam:

This is in response to your request of March 2, 2004, regarding your organization's tax-exempt status.

In March 1983 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

As classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Durham Crisis Response Center  
58-1496427

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

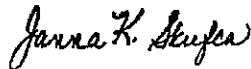
Section 6104 of the Internal Revenue Code requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. The law also requires organizations that received recognition of exemption on July 15, 1987, or later, to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. Organizations that received recognition of exemption before July 15, 1987, and had a copy of their exemption application on July 15, 1987, are also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. For additional information on disclosure requirements, please refer to Internal Revenue Bulletin 1999 - 17.

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

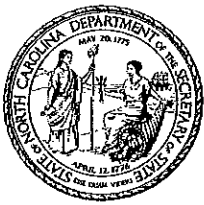
If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,



Janna K. Skufca, Acting Director, TE/GE  
Customer Account Services



# NORTH CAROLINA

## Department of the Secretary of State

### Charitable Solicitation License

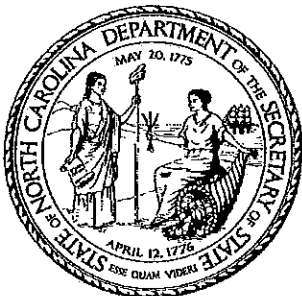
This document certifies that, in accordance with the provisions of Chapter 131F of the General Statutes of North Carolina,

#### **Durham Crisis Response Center**

North Carolina Solicitation License Number: SL000922

Federal Tax Exempt Status: 501(c)(3) Charitable Organization

with headquarters in Durham, NC is hereby duly licensed by the Department of the Secretary of State to solicit charitable contributions in North Carolina for the purposes set forth in the application for license approved by and filed with the Department of the Secretary of State. This license is not transferable and shall continue in full force and effect from the 15th day of November, 2008 to the 15th day of November, 2009, unless revoked for cause.



IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at the City of Raleigh, this the 12th day of January, 2009.

*Claine J. Marshall*  
Secretary of State



*Innovative Strategies for Training,  
Educational and Prevention Programs*

P.O. Box 52584  
Durham, North Carolina 27717-2584

Phone: 919.680.8000  
Fax: 866.388.7409  
[www.instepp.org](http://www.instepp.org)

9 July 2009

Mr. Larry M. Jarvis, Assistant Director  
City of Durham  
Department of Community Development  
ATTN: HPRP Application  
807 E. Main Street, Bldg. 2, 2<sup>nd</sup> Floor, Suite 200  
Durham, North Carolina 27701

Dear Mr. Jarvis:

InStepp, Inc. is pleased to write in support of the Durham Crisis Response Center's (DCRC) application for *Homelessness Prevention and Rapid Re-Housing Program* funds. Homelessness is a residual effect of domestic violence, leaving women and their children with few options. This grant would allow DCRC to further their efforts to help families find safe housing and sustain a supportive living environment for these women and their children.

Through another initiative, InStepp, Inc. and DCRC are partnering to work exclusively with women as they transition from emergency shelter into independent living. This is a federal project for which DCRC is the lead agency. As appropriate, our agency will offer employment skills training and financial management sessions to DCRC clients to ensure their successful transition to lives free of violence.

DCRC has a long history of working with funders across the spectrum and as such, has the capacity to manage these funds well. We wholeheartedly endorse their application and believe it will address an unmet need within our community.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Gilda P. Womble', is written over a horizontal line.

Gilda P. Womble,  
Executive Director

# WoMEN-IN-ACTION, INC.

For the Prevention of Violence & Its Causes  
634 Foster Street  
Durham, North Carolina 27701  
(919) 680-4575 telephone  
(919) 680-4691 fax

July 7, 2009


To Whom It May Concern:

Durham Crisis Response Center (DCRC) is the only domestic violence program in Durham County. The services provided by DCRC, unfortunately, are greatly needed. DCRC lacks funding to help victims relocate or to maintain their current residency. I strongly support DCRC's grant request for the Homeless Prevention and Rapid Re-Housing Program. This funding would provide necessary dollars to keep victims of domestic violence from becoming homeless.

For more than twenty years, WoMen In Action has provided emergency assistance to prevent homelessness. Now, we have redirected our focus towards violence prevention, but stand willing to help DCRC in any way necessary to provide these necessary services to victims of domestic violence.

The Homeless Prevention and Rapid Re-Housing Program dollars would be wisely spent through DCRC in addressing this problem.

Sincerely,

  
Grace J. Marsh  
Executive Director



Larry M. Jarvis, Assistant Director  
City of Durham  
Department of Community Development  
101 City Hall Plaza  
Durham, NC 27701

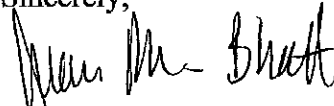
Dear Mr. Jarvis,

KIRAN is a statewide organization dedicated to serving South Asian victims of Domestic Violence. We work closely with the Durham Crisis Response Center (DCRC) to assist our victims in Durham County, and have developed a close, mutually beneficial relationship with this agency over the last year since we began operations. A great need for domestic violence and sexual assault agencies is long-term post crisis care and housing assistance since many of the victims we serve do not have access to safe and/or affordable housing once they are out of their immediate crisis situation.

KIRAN supports the application of DCRC for the Homelessness Prevention and Rapid Re-housing Program of the City of Durham. As a sister organization, we would benefit not only by being able to refer victims of violence to DCRC should the need arise, but DCRC's proposed program would prevent the victims we serve from being re-victimized by returning to unsafe and violent homes.

DCRC has been excellent stewards of grant funding in the past, and has worked collaboratively with many local community groups, organizations and faith-based institutions to have maximum impact. KIRAN has used DCRC as a model for best practices for recordkeeping, reporting, and monitoring of grant funded activities in the local domestic violence community.

If you would like to speak to anyone at KIRAN regarding this letter, or our relationship with DCRC, please contact us.

Sincerely,  


Avani Parekh-Bhatt  
Co-Director, KIRAN



**North Carolina Department of Health and Human Services  
Division of Public Health • Injury and Violence Prevention Branch**

1915 Mail Service Center • Raleigh, North Carolina 27699-1915

Tel 919-707-5425 • Fax 919-870-4803

Beverly Eaves Perdue, Governor  
Lanier Cansler, Secretary

Jeffrey P. Engel, M.D.  
State Health Director

June 26, 2009

Durham Crisis Response Center  
206 N. Dillard Street  
Durham, NC 27701-3404  
Attn: Aurelia Sands Belle

Dear Ms. Sands Belle:

Thank you for submitting a grant application to the Rape Prevention and Education (RPE) Program for the 2009-11 funding cycle. We are very pleased to inform you that your agency's application has been approved for an award.

As you may know, all levels of government are striving to do more with less money. When we began the RFA process, we hoped to be able to fund as many as 14 agencies depending on the amount of funding requested. Unfortunately, there has been a federal reduction in the amount of funding available, and in order to be able to fund the top 13 programs, we must ask agencies requesting higher levels of funding to reduce the amount of their request by 1.5%.

**When you receive this letter of award, please call Ann Caughran at 919-707-5437 to discuss possible changes to your agency's budget.** Please note that we will need to negotiate the terms of your contract, including the details of your budget with a very quick turnaround time so that we may proceed with the contracting process for an on-time start date of November 1, 2009. Further information will be forthcoming shortly regarding the process for executing a contract between your agency and the Department of Health and Human Services, Division of Public Health.

In a few weeks, you will also receive a synthesis of the independent review panel's consideration of your application, including its overall strengths and areas of improvement. We hope that this feedback will be useful to you as you prepare and submit future grant applications to funders.

We are excited about the new funding cycle for the RPE Program, including the fact that we will have a mix of newly funded and continuing programs. We look forward to working collaboratively with you and the other funded local agencies over the next two year period.

Please feel free to contact me if you have any questions or concerns at (919) 707-5426 or [Ingrid.Bou-Saada@ncmail.net](mailto:Ingrid.Bou-Saada@ncmail.net). I will be on maternity leave from early July through early October (dates TBD). At that time, feel free to contact Stephania Sidberry, Head of the Programs and Applications Unit of the Injury and Violence Prevention Branch, at (919) 707-5429 or [Stephania.Sidberry@ncmail.net](mailto:Stephania.Sidberry@ncmail.net). Thank you again for the thought and effort you put into developing your application.

Sincerely,

Ingrid Bou-Saada  
Program Manager, EMPOWER and Rape Prevention and Education (RPE) Programs



North Carolina Public Health  
Working for a healthier and safer North Carolina  
Everywhere. Everyday. Everybody.



## Triangle United Way

P.O. Box 110387  
Research Triangle Park, NC 27709  
tel 919.460.8687  
fax 919.460.9019  
www.unitedwaytriangle.org



Ms. Aurelia Sands Bell  
Durham Crisis Response Center, Inc.  
206 North Dillard St.  
Durham, NC 27701

March 9, 2009

Dear Aurelia,

This letter serves as the official notification of program funding awarded to your agency from Triangle United Way for calendar year 2009. Please share this information with your Board and keep this letter on file for your annual audit process.

The program funding below is based on anticipated program results that address the priorities in United Way's County Action Plans. Each Triangle United Way funded program will be responsible for completing a 6 month and a 12 month program performance report to document achievement of concrete and measurable program results.

Program	County Result Addressed	January –December 2009
Durham Crisis Response Center	All individuals, including children, live in safe and violence-free households.	\$66,915

**Total Program Funds: \$66,915**

Should you have any questions or need additional information, please contact any of the Resource Investment Department staff members:

Lori Caterinicchio	463-5045
Suzanne Deobald	463-5048
Nathaniel Goetz	463-5002
Stan Holt	463-5023
Tracy Moore	463-5035
Angie Welsh	463-5044

Thank you for all your work throughout the Triangle that touches lives and makes a real difference every day. Your efforts are truly appreciated!

Sincerely,

Angie Welsh  
Sr. Vice President, Resource Investment

**Our Vision:** All who need help find it. **Our Mission:** To improve lives by mobilizing the caring power of communities.  
*Please remember Triangle United Way in your will or estate plans.*

**PROFESSIONAL HISTORY**  
**OF**  
**AURELIA SANDS BELLE, M.Ed.**

Aurelia Sands Belle has more than twenty years of professional experience in human service delivery and advocacy. She has extensive experience in the management of non-profit organizations and programmatic implementation strategies. Currently, Aurelia is the Executive Director of the **Durham Crisis Response Center** in Durham, North Carolina. This program responds to victims of domestic violence and sexual assault. In addition, the program operates a community thrift store and has an all-embracing community education component. Most notably, Aurelia is the former director of the **Victim-Witness Assistance Program** (VWAP) for the Metropolitan Atlanta Crime Commission in conjunction with the City of Atlanta. To her credit, Mrs. Belle initiated responsibility for developing all services to victims and witnesses of crime during the **1996 Centennial Olympic Games** in Atlanta, Georgia.

Most recently, Aurelia became one of the founding Directors of **Justice Solutions, Inc.** of Washington, DC. Justice Solutions is a non-profit agency committed to addressing issues related to criminal and social justice issues by working with professionals all across the country, providing technical assistance and intervention. She conducts workshops that address the needs, rights and concerns of victims of crime for the **Department of Justice Office for Victims of Crime and the National Organization for Victim Assistance** (NOVA); serves as a faculty member for the National Victim Academy.

Aurelia has a wealth of knowledge concerning victims of crime and their involvement in the criminal justice system. She offers various workshops addressing their needs. She also presents workshops that promote team building, establishing community collaborations, working with non-profit boards and organizations, diversity training, as well as self-empowerment issues for women.

More recently, Aurelia served as Interim Executive Director of the North Carolina Coalition Against Sexual Assault; prior to that time, she served as the Executive Director of the **Rape Crisis Volunteers of Cumberland County** in Fayetteville, North Carolina.

Aurelia was the first crime victim advocate appointed to serve on the **Governor's Criminal Justice Coordinating Council** in Georgia; the **Georgia Commission on Family Violence**. She was a founding member and **President** of **Georgians for Victim Justice** (GVJ).

A noted crisis intervention trainer, Aurelia has served on several national and local crisis response teams that responded to: a bus crash killing five coeds; the World Trade Center explosion; 1996 Centennial Olympics; an Ohio prison riot; Arkansas tornados; bank robberies; and death due to an industrial accident.

Mrs. Belle is the recipient of many awards and honors including the **Margery Fry Award** by the National Organization for Victim Assistance; and the **Presidential Award for Outstanding Service and Commitment to Crime Victims**. Aurelia's professional affiliations include National Violence Against Women Prevention Research Center Advisory Board; National Constitutional Amendment Network; National Organization for Victim Assistance Crisis Response Team and Crisis Care Network. She is also a faculty member for the Florida Crime Prevention Training Institute for the Office of the Attorney General.

Mrs. Belle earned a **Master Degree in Community Counseling** from Georgia State University and a BA in Urban Studies from Oglethorpe University.

*Durham Crisis Response Center*

# Alma Davis

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<b>Objective</b>	Obtain a position to maximize my management skills, quality assurance, program development, and training experience		
<b>Experience</b>	1993–1996	Options to Domestic Violence	Washington, NC
	<b>Court Advocate</b>		
	Maintain satellite offices in Washington and Martin Counties.		
	Train volunteer advocates/assist in other aspects of advocate/volunteer training as needed.		
	Provide assistance to clients throughout the court system.		
	Attend and actively participate in weekly administrative and multi-disciplinary management team meetings.		
	1996–1999	NC Coalition against Domestic Violence Durham, NC	
	<b>Communities of Color/Victim Advocate</b>		
	Provided information about women of color and domestic violence programs and services to like agencies across NC, systems and communities.		
	Performed trainings for other professionals and agencies in the community regarding serving the needs of people who have experienced Domestic and Sexual Violence.		
	Act as a liaison and advocate between Coalition and appropriate agencies, system, and communities.		
	<b>Interim Director</b>		
	Provides all supervised staff with responsible and regular supervision, which includes professional and individualized educative/training/developmental efforts.		
	Managed and oversees budget for program.		
	Trained and oversees staff.		
	Acted as a liaison with other agencies whose missions involve addressing issues of homelessness, shelter services, domestic violence, and/or sexual assault.		

1999–2001                      Department of Social Services                      Durham, NC  
**Income Eligibility Representative**

Interviewed and investigate applicants and recipients to determine eligibility for use of social programs and agency resources.

Duties included recording and evaluating personal and financial data obtained from individuals;

Initiated procedures to grant, modify, deny, or terminate eligibility for various aid programs; authorizing grant amounts; and preparing reports.

2000–Present                      Durham Crisis Response Center                      Durham, NC  
**Director of Shelter Services**

Planned for and administers shelter programming in accordance with the agency's stated mission and purpose.

Key responsibilities include supervising shelter staff, overseeing shelter operations, managing shelter budget, compiling data/statistics/shelter reporting, program development, and program evaluation.

Oversees general cleanliness, maintenance and order of the shelter via the staff and residents.

Collaborates with community agencies and individuals to enhance and expand shelter services to include career counseling, parenting support, childcare services, self-care, and creative activities.

### **Case Manager**

Crisis intervention and crisis counseling.

Advocacy and coordination of services for survivors within other agencies, systems and organizations (high schools, workplaces, etc.) when needed.

Created goal plan with clients based on temporary stay in Durham Crisis Response Center Shelter to address above areas and issues that client identifies as main concern, with measurable outcomes.

### **Education**

1988–1992                      Black Hill State University                      Rapid City, SD

- Bachelor of Art- *Public Relation*

- Masters of Education – Strayer University  
*to complete December 2010*

*References available upon request.*

## **George Kolasa**

5309 Ventura Drive  
Durham, N. C. 27712  
919-471-9625

### **CAREER SUMMARY**

Thirty years of successful experience in Higher Education with managerial and operational responsibilities and three years in Public Accounting

### **PROFESSIONAL STATUS**

Certified Public Accountant (thirty years-currently inactive status)

### **EDUCATION**

M.B.A. Accounting (1970), Michigan State University, Graduate School of  
Business, East Lansing, Michigan

B.A. Accounting (1967), Michigan State University, School of Business  
Administration, East Lansing, Michigan

### **POSITION HISTORY**

01/07 to Present: Finance Manager (part-time), Durham Crisis Response Center  
Durham, North Carolina  
Responsible for all of the financial operations and grant reporting  
for local not-for-profit agency

04/00 to 04/05 University Compliance Officer, Duke University  
Function as an objective reviewer and evaluator of financial and  
tax compliance issues/concerns within Duke University  
(Consultant to the Cape Hatteras Project, Duke Marine Lab,  
04/02 to present)

07/89 to 03/00 Controller, Accounting Operations; Assistant Controller (07/86);  
Director (12/81); Assistant Director (12/80), Duke University

Background data: Accounting Operations included these  
departments: University Payrolls, University Accounts  
Payable, Accounting Services (including general ledger),  
Travel/Entertainment Audit, Work Order Accounting, Investment  
and Endowment Accounting, System Expeditors and General  
Accounting Services. The staff numbered, at times,  
seventy five: sixteen professionals and fifty-nine clericals.  
Accounting Operations operated on a budget of approximately  
two million (salaries, fringe benefits and supplies)

## **AREAS OF SPECIALIZATION AND CONCENTRATION**

- \* Departmental Management  
Establish departmental goals, policies and budgets and encourage staff development
- \*Systems Development  
Coordinate the design, development and implementation of automated departmental systems and scheduled maintenance to improve operational efficiencies
- \*Communications  
Effectively communicated with the University community regarding policy interpretations and Accounting Operations requirements
- \*Calendar/Fiscal Year-ends  
Coordinated the fiscal and calendar year-end closings and resolved related tax matters/issues
- \*Special Assignments  
Coordinated publication of Duke University's annual report as well as assisted in the IRS CEP and State tax audits

07/73 to 12/80   Assistant Manager, University Payrolls, University of Michigan

## **AREAS OF SPECIALIZATION AND CONCENTRATION**

- \*Systems Development
- \*Departmental Management and Planning
- \*Communications with the University Community and Staff
- \*Fiscal and Calendar Year-end Activities

12/70 to 06/73   Auditor, Arthur Andersen & Co.

04/68 to 01/70   U.S. Army

## **PROFESSIONAL ORGANIZATIONS**

- \*NACUBO Taxation Council (term ended 12/31/2000)
- \*NACUBO Representative to the IRS IRPAC Committee (Term ended 12/31/2000)
- \*EACUBO Sponsorship Committee (2 year term)
- \*Controllers' Group
- \*ACC Controllers Group

## **SPECIAL TRAINING**

- \*College Business Management Institute, University of Kentucky
- \*NACUBO Executive Leadership Institute

## **COMMUNITY ACTIVITIES**

- \*Durham Crisis Response Center-Board member (1 year)
- \*Treasurer, Greymoss Homeowners' Association

## **BUSINESS REFERENCES**

References will be supplied when needed.

**DURHAM CRISIS RESPONSE CENTER**

**AUDITED FINANCIAL STATEMENTS**

**JUNE 30, 2008**

DURHAM CRISIS RESPONSE CENTER

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JUNE 30, 2008

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SELF & ASSOCIATES, CPAs, PC  
CERTIFIED PUBLIC ACCOUNTANTS

---

3200 Croasdaile Drive, Suite 203  
Durham, North Carolina 27705  
Telephone: (919)383-4101  
TeleFAX: (919)383-1973

November 17, 2008

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
Durham Crisis Response Center  
Durham, North Carolina

We have audited the accompanying statement of financial position of Durham Crisis Response Center, (a nonprofit organization), as of June 30, 2008, and the related statements of activities, functional expenses and cash flows for the year then ended. These financial statements are the responsibility of Durham Crisis Response Center's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Durham Crisis Response Center as of June 30, 2008, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Self & Associates, CPAs, PC

DURHAM CRISIS RESPONSE CENTER

STATEMENT OF FINANCIAL POSITION  
JUNE 30, 2008

ASSETS

Cash and Cash Equivalents	\$ 178,834
Investments (Note 5)	79,169
Grants Receivable (Note 3)	24,493
Unconditional Promises to Give (Note 4)	13,298
Other Receivables	602
Inventory	13,076
Prepaid Expenses	465
Property and Equipment, net (Note 6)	<u>603,026</u>

Total Assets	<u>\$ 912,963</u>
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LIABILITIES AND NET ASSETS

LIABILITIES:

Accounts Payable	\$ 1,538
Accrued Compensated Absences	19,294
Payroll Tax Liabilities	6,888
Long-term Borrowings (Note 7)	<u>146,507</u>

Total Liabilities	<u>174,227</u>
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NET ASSETS:

Unrestricted	688,422
Temporarily Restricted (Note 9)	<u>50,314</u>

Total Net Assets	<u>738,736</u>
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Total Liabilities and Net Assets	<u>\$ 912,963</u>
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# DURHAM CRISIS RESPONSE CENTER

## STATEMENT OF ACTIVITIES FOR THE YEAR ENDED JUNE 30, 2008

	<u>Unrestricted Net Assets</u>	<u>Temporarily Restricted Net Assets</u>	<u>Total Net Assets</u>
Revenue, Gains and Other Support			
Contributions-Individuals	\$ 15,416	\$	\$ 15,416
Contributions-Organizations	37,554	5,000	42,554
Foundations	23,933	22,500	46,433
Triangle United Way	83,423	13,298	96,721
City of Durham	8,902	9,516	18,418
City of Durham-Subcontracts	19,801		19,801
Durham County	50,610		50,610
Durham County-Subcontracts	25,323		25,323
NC Department of Administration			
Domestic Violence	49,338		49,338
Marriage License	11,913		11,913
Sexual Assault Grant	20,347		20,347
NC Department of Crime Control			
Sexual Assault Services	83,777		83,777
Children	9,558		9,558
Domestic Violence	33,773		33,773
NC Department of Health and Human Resources			
Emergency Shelter Grant	6,903		6,903
Family Violence Prevention Services	25,856		25,856
Emergency Food and Shelter Program	6,810		6,810
Thrift Store (Note 11)			
Contributions of Inventory	\$ 80,449		
Sales	80,204		
Cost of Sales	<u>(80,204)</u>		
	80,449		80,449
Miscellaneous Revenue	2,271		2,271
Special Events	4,925		4,925
Return on Investments	7,859		7,859
Interest Income	<u>3,018</u>		<u>3,018</u>
	611,759	50,314	662,073
Net assets released from restrictions (Note 10)	<u>29,800</u>	<u>(29,800)</u>	
Total Revenue, Gains and Other Support	<u>641,559</u>	<u>20,514</u>	<u>662,073</u>
Expenses and Losses			
Program Services	624,862		624,862
Management and General	64,823		64,823
Fundraising	<u>11,254</u>		<u>11,254</u>
Total Expenses and Losses	<u>700,939</u>		<u>700,939</u>
Increase (Decrease) in Net Assets	<u>(59,380)</u>	<u>20,514</u>	<u>(38,866)</u>
Beginning Net Assets	<u>747,802</u>	<u>29,800</u>	<u>777,602</u>
Ending Net Assets	<u>\$ 688,422</u>	<u>\$ 50,314</u>	<u>\$ 738,736</u>

See accompanying notes to financial statements.

# DURHAM CRISIS RESPONSE CENTER

## STATEMENT OF FUNCTIONAL EXPENSES FOR THE YEAR ENDED JUNE 30, 2008

	Program Services	Management and General	Supporting Services Fund- Raising	Total Supporting Services	Total
Salaries	\$ 424,848	\$ 21,336	\$ 6,939	\$ 28,275	\$ 453,123
Employee Benefits	84,216	8,498	572	9,070	93,286
Total Salaries and Related Expenses	509,064	29,834	7,511	37,345	546,409
Client Services-Client Phone	1,131				1,131
Client Services-Other	972				972
Client Services-Client Food and Medical	676				676
Client Services-Supplies	720				720
Client Services-Client Rental Assistance	9,313				9,313
Client Services-Client Transportation	720				720
Client Services-Overflow Housing	248				248
Client Services-Restricted Grants	133				133
Contract Services-Audit		7,456		7,456	7,456
Contract Services-Bookkeeping		4,395		4,395	4,395
Contract Services-Contractual Staff	300				300
Contract Services-Other					200
Legal Fees		285		285	285
Insurance	9,252	2,337		285	285
Repairs/Maintenance	6,832	1,143		2,514	11,766
Security	1,152	12		1,349	8,181
Utilities	15,593	970		24	1,176
Advertising/Public relations		710		1,507	17,100
Communications	13,421	581		710	710
Equipment Rental/Leasing	2,250	208		339	920
Equipment/Furniture	3,003			106	14,341
Household Supplies	77			314	2,564
Memberships	850	7		13	3,003
Postage	560	425		425	90
Printing	116	133		526	1,275
Publications/Subscriptions	8,574			659	1,219
Technology	982	1,642		3	119
Supplies	6,085	3,410		1,642	10,216
Fees	653	717		3,459	4,441
Interest		263		885	6,970
Safety-Audit	265	8,357		263	916
Special Events	1,058	144		8,357	8,357
Volunteer	308	315		164	429
Property Taxes		47		409	1,467
Miscellaneous	1,042			65	373
	29	150		150	1,042
Total Expenses Before Depreciation	595,379	63,541	9,972	73,513	668,892
Depreciation	29,483	1,282	1,282	2,564	32,047
Total Expenses	\$ 624,862	\$ 64,823	\$ 11,254	\$ 76,077	\$ 700,939

See accompanying notes to financial statements.

DURHAM CRISIS RESPONSE CENTER

STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED JUNE 30, 2008

CASH FLOWS FROM OPERATING ACTIVITIES:

Increase (decrease) in Net Assets	\$ (38,866)
Adjustments to Reconcile Decrease in Net Assets to Net Cash Provided By (Used In) Operating Activities:	
Depreciation	32,047
Unrealized (gain) loss on investments	(2,309)
Changes in Assets and Liabilities:	
(Increase) Decrease in Grants Receivable	66,953
(Increase) Decrease in Unconditional Promises to Give	(3,498)
(Increase) Decrease in Inventory	(124)
(Increase) Decrease in Prepaid Expenses and Other Receivables	6,189
Increase (Decrease) in Accounts Payable	(5,845)
Increase (Decrease) in Accrued Compensated Absences and Payroll Tax Liabilities	5,983
Total Adjustments	99,396
Net Cash Provided by (Used In) Operating Activities	60,530

CASH FLOWS FROM INVESTING ACTIVITIES:

Cash Received from Sale of Investments	38,000
Cash Paid for Purchase of Property and Equipment	(2,680)
Net Cash Provided By (Used In) Investing Activities	35,320

CASH FLOWS FROM FINANCING ACTIVITIES:

Payment on Long-Term Borrowings	(5,806)
Net Cash Provided By (Used In) Financing Activities	(5,806)

NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	90,044
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CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	88,790
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CASH AND CASH EQUIVALENTS AT END OF YEAR	\$ 178,834
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See accompanying notes to financial statements.

## DURHAM CRISIS RESPONSE CENTER

### NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2008

#### NOTE #1 – NATURE OF ACTIVITIES

Durham Crisis Response Center (previously know as Arise: Durham Coalition for Domestic Violence Services) is a non-profit entity organized under the laws of the State of North Carolina to provide direct services to victims of sexual and domestic violence and their families in Durham County. Services provided include, but are not limited to, crisis intervention, legal advocacy, case management and support groups. Durham Crisis Response Center ("DCRC") also increases community awareness and knowledge about sexual and domestic violence. DCRC owns and operates a shelter in Durham, North Carolina. During 2001, Rape Crisis of Durham, a non-profit entity providing similar services in Durham County, merged its remaining assets into the organization previously known as Arise: Durham Coalition for Domestic Violence Services. At the time of the merger, the organization changed its name to Durham Crisis Response Center.

#### NOTE #2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Significant accounting policies are summarized as follows:

Basis of Accounting – The financial statements of DCRC have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables and other liabilities.

Financial Statement Presentation – Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards (SFAS) No. 117, *Financial Statements of Not-for-Profit Organizations*. Under SFAS No. 117, the Organization is required to report information regarding its financial position and activities according to these classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

Use of Estimates - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from these estimates.

Bank Deposits – At June 30, 2008, the Organization's cash on deposit totaled \$192,351, of which \$141,191 was insured by the Federal Deposit Insurance Corporation.

Donated Goods and Services – Donated materials and non-capitalized equipment are reflected as contributions in the accompanying financial statements at their estimated fair market values at date of receipt. No amounts have been reflected in the financial statements for donated services since no objective basis is available to measure the value of such services. Nevertheless, a substantial number of volunteers have donated significant amounts of their time to DCRC's programs, fundraising, and management.

DURHAM CRISIS RESPONSE CENTER

NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2008

NOTE #2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Grants Receivable and Promises to Give – Contributions are recognized when the donor makes a promise to give that is, in substance, unconditional. Contributions that are restricted by the donor are reported as increase in unrestricted assets if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

The Organization used the allowance method to determine uncollectible receivables. The allowance is based on prior years' experience and management's analysis of specific promises made. All receivables recorded at June 30, 2008 are deemed to be fully collectible.

Inventory – Inventory is comprised of clothing and accessories donated by individuals.

Property and Equipment – The Organization follows the practice of capitalizing all expenditures exceeding \$500 for property and equipment; the fair value of donated fixed assets is similarly capitalized. Depreciation is computed by the straight-line method over the estimated useful lives of the assets ranging from 5-40 years.

The Organization reviews the carrying value of property and equipment for impairment whenever events and circumstances indicate that the carrying value of an asset may not be recoverable from the estimated future cash flows expected to result from its use and eventual disposition. In cases where undiscounted expected future cash flows are less than the carrying value, an impairment loss is recognized equal to an amount by which the carrying value exceeds the fair value of assets. The factors considered by management in performing this assessment include current operating results, trends and prospects, and the effects of obsolescence, demand, competition, and other economic factors. Based on this assessment, there was no impairment at June 30, 2008.

Income Tax Status – The Organization is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. However, income from certain activities not directly related to the Organization's tax-exempt purpose, if present, may be subject to taxation as unrelated business income. In addition, the Organization qualifies for the charitable contribution deduction under Section 170(b)(1)(A) and has been classified as an organization other than a private foundation under Section 509(a)(2).

Fair Value of Financial Instruments – Unless otherwise indicated, the fair values of all reported assets and liabilities which represent financial instruments (none of which are held for trading purposes) approximates the carrying values of such accounts.

Functional Allocation of Expenses – The costs of providing the various programs and supporting services have been summarized on a functional basis in the statement of activities. Accordingly, certain cost have been allocated among the programs and supporting services benefited.

DURHAM CRISIS RESPONSE CENTER

NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2008

NOTE #6 – PROPERTY AND EQUIPMENT

Depreciation of property and equipment is calculated on the straight-line basis over the estimated useful lives of the assets. Property and equipment consisted of the following as of June 30, 2008:

Land	\$ 70,000
Buildings and Improvements	691,096
Office Equipment	42,632
Shelter Furnishings and Equipment	<u>23,197</u>
Total Property and Equipment	826,925
Less accumulated depreciation	<u>223,899</u>
Net Property and Equipment	<u>\$ 603,026</u>

Depreciation expense was \$32,047 for the year ending June 30, 2008.

NOTE #7 – LONG-TERM BORROWINGS

DCRC has the following debt at June 30, 2008:

Note payable, Bank of America, secured by a deed of trust on building, initial note issued for \$169,797, payable in equal monthly installments of \$1,232 for 240 months, with interest at a rate of 6.15%, and loan maturing June 23, 2024.

\$ 146,507

Future maturities of the above listed note payable are as follows:

2009	\$ 5,928
2010	6,303
2011	6,703
2012	7,127
2013	7,579
Thereafter	<u>112,867</u>
	<u>\$ 146,507</u>

NOTE #8 – SUPPORT FROM GOVERNMENT UNITS

DCRC received approximately 55% of its support for the year ending June 30, 2008 from federal, state and local governments. A significant reduction in the level of this support, if this were to occur, may have a significant impact on the Organization's programs and activities.

DURHAM CRISIS RESPONSE CENTER

NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2008

NOTE #9 – TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets are available for the following purposes at June 30, 2008:

Subsequent Year's Activities	\$ 13,298
Program Activities	<u>37,016</u>
Total	<u>\$ 50,314</u>

NOTE #10 – NET ASSETS RELEASED FROM RESTRICTIONS

Net assets released from restrictions for the year ended June 30, 2008 by unconditional promises to give of \$9,800 being received and by \$20,000 of other temporarily restricted net assets expensed in accordance with the donor restrictions.

NOTE #11 – DONATED MATERIALS AND SERVICES

The Organization receives significant amounts of donated materials and services to use in its programs or supporting services. The Organization records a contribution and a related expense (or asset, if applicable) for these non-cash contributions for which a market value is readily determinable. Non-cash contributions totaled \$80,449 for the year ended June 30, 2008. The majority of the donated materials were sold at the thrift store and totaled \$80,204 for the year ended June 30, 2008.

NOTE #12 – RETIREMENT PLAN

The Organization has a 403(b) retirement plan for its employees. After one year of employment, the Organization contributes 3% of employees' salary to the Plan, with 5% and 8% contributed after three and five years, respectively. Employees' contributions are voluntary. For the year ended June 30, 2008, the Organization contributed \$10,229 to the Plan.

## Durham Crisis Response Center

### *Internal Control Statement*

June 09

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***To ensure the safeguarding of DCRC assets and the reliability of DCRC financial records require the implementing of these four objectives in DCRC's Accounting Control, Policies and Procedures.***

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#### **OBJECTIVES**

##### **1. Proper authorization and approval**

- Accounting policies and procedures will document who has the authority to make purchase and dollar limit before requiring pre-approval by the Executive Director.
- Two signatures (Executive Director, Finance Manager or Treasurer) will be required for all checks written for over \$500.00.
- For payments made online (all made by the Finance Manager):
  - A blanket authorization shall be signed by the Executive Director for recurring payments, such as utilities
  - For non-recurring payments, a voucher should be attached to the supporting documentation (invoice, receiving support, etc), with approvals consistent with check writing procedures
- Checks approved for payment by the Finance Manager will be signed by Executive Director or Treasurer.
- The issuance of credit cards (debit cards will be voided), currently to be issued only to the Executive Director and Finance Manager, with a \$500 cap, will be approved by the Board.
- Investment decisions will be recommended by the Finance Committee to the Board for approval.

##### **2. Proper documentation and accurate reporting**

- All disbursements must be supported by original invoices/receipts and properly approved by signature of the person presenting invoice for payment.
- The Office Manager shall log in all incoming donations. All checks shall be photocopied. This includes checks, gift cards and cell phones. Receipts are provided at the donor's request.
- Bank deposits are prepared by the Finance Manager.

*Durham Crisis Response Center*

- Bank deposits are made by the Office Manager or Executive Director. The Finance Manager shall compare bank deposit receipts with recorded deposits.
- The Finance Manager shall reconcile all bank statements on a timely basis. Copies of all bank statements and monthly reconciliations should be forwarded by the Finance Manager to the Treasurer, who should review and signoff on them.
- The Treasurer shall have online access to all checking accounts (with only review capacity), and should review them on a sporadic basis throughout the year.
- Only expenditures for approved budget line items should be approved by the Executive Director then charged to grants.
- The chart of accounts should be all-inclusive to ensure the proper reporting of revenue and expenses on financial statements.
- All financial records are kept in a locked file cabinet (bank statements, employee paystubs, etc.). The Executive Director, Finance Manager and Treasurer shall have access (keys) to this information.

### 3. Proper physical security

- Criteria for capital assets: Purchase price--\$500.00 or more
  - Life of assets: 2 years or more
- Annual inventory will be taken of capital assets and any discrepancies from the previous audit resolved
- Donations to the DCRC in excess of \$500 will be documented on the agency's Inventory List or placed to sell in Pennies for Change Thrift Store.
- Access to financial information on QuickBooks must be password protected. The Executive Director, Finance Manager and Treasurer have the password.

### 4. Effective Detection

- All bank accounts should be reviewed by the Finance Manager at least weekly on-line to ensure all charge/credits are proper. A log of such review shall be maintained by the Finance Manager, and reviewed sporadically by the Executive Director.
- Each month the Executive Director reviews with the Finance Manager the bank deposits, checks written, drafts drawn, payroll, bank reconciliation the financial report. The Executive Director signs off on this review (see attached).

- A Finance Committee shall be comprised of the Treasurer (as Chair of Committee), Board Chair, and such other Board and non-Board advisory members as are deemed appropriate by the Treasurer. The Committee shall have the following minimum responsibilities:
  - Prepare a detailed annual budget for presentation to, and approval of, the Board.
  - Provide oversight over the engagement of independent auditors to perform an annual audit of the records of the Center
  - Review, on a quarterly basis, a financial report prepared by the Finance Manager. Such report shall provide the following minimum information for each account provided for in the budget:
    - Budget for year
    - Quarter year to date actual results
    - Projected year end amounts, as estimated by Finance Manager and Executive Director
    - Such other financial information as the Finance Manager deems appropriate.
- Prior approval is needed to making any agency purchases. The Executive Director signs off on all purchase orders. Emergency purchases shall be made with verbal approval of the Executive Director, the Office Manager or the Finance Manager, with such approval later documented in writing.
- The Executive Director receives and reviews an independent copy of the payroll from the outsourced bookkeeping/financial management agency.
- An annual audit of DCRC's financial records will be conducted by a Certified Public Accountant.

## 5. General Controls

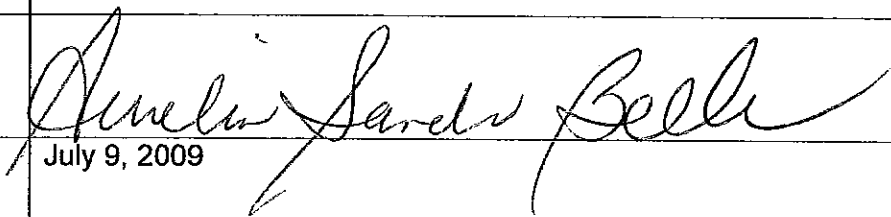
These controls should be incorporated in all areas of financial management:

- Involving the Treasurer/Finance Committee and the Board, when appropriate, in key financial decisions.
- Segregating of duties
- Ensuring the security of cash and vital documents
- Tracking and sequencing standard forms and documents

### Certification

I certify that:

- 1) To the best of my knowledge and belief, the information in this application is true and correct.
- 2) The undersigned is an authorized certifying official of the organization here represented and is authorized to submit this application on their behalf.
- 3) The organization responsible for carrying out the project activities under this proposal will comply with all applicable local and Federal laws and regulations.
- 4) The organization will provide in a timely manner for citizen participation, public hearings, and access to information with respect to the proposed project/program.

Organization Name:	Durham Crisis Response Center
Project Name:	Domestic Violence Homeless Prevention Services
Address to conduct project activities:	206 N. Dillard Street Durham, NC 27701
<b>Homelessness Prevention and Rapid Re-Housing Program (HPRP) American Recovery and Reinvestment Act (ARRA)</b>	
Certifying Official:	Aurelia Sands Belle
Title:	Executive Director
Signature:	
Date:	July 9, 2009





## Durham Crisis Response Center

### Board of Directors

July 2008 - June 2009

- |  |   |  |
|--|---|--|
| <p>1. <b>Frederick LaBarge , Chair</b><br/>(2010)<br/>129 Heather Ridge Court<br/>Durham, NC 27712<br/>919-382-0309 (home)<br/>919-824-4105 (cell)</p> <p>Retired Captain, Durham Police<br/>Department</p>                            | <p>5. <b>Jackie Davis-Ellis</b> (2010)<br/>101 Settler Mill Lane<br/>Durham, NC 27713<br/>919-544-4031 (home)<br/>919-724-9100 (cell)</p> <p>Retired, Girl Scouts USA</p>                               | <p>10. <b>Marisa Law</b><br/>1201 Briarwood Dr<br/>Mebane, NC 27302<br/>919-304-8713 (home)<br/>919-401-8003 ext 222 (work)<br/>919- 357-2342 (cell)<br/>919-401-5644 (fax)</p> <p>Drug Safety Alliance</p>                                |
| <p>2. <b>Diana L. Wells, Chair-Elect</b><br/>(2010)<br/>6 Halyard Court<br/>Durham, NC 27713<br/>919-544-5456 (home)<br/>919-949-5537 (cell)<br/>919-843-5410 (office)<br/>919-843-7693 (fax)</p> <p>UNC School of Medicine</p>        | <p>6. <b>Emily Carmody, PLCSW</b><br/>Assistant Coordinator, PATH<br/>Housing for New Hope<br/>18 W Colony Plaza, Suite 250<br/>Durham, NC 27705<br/>(919) 794-1480<br/>(517)217-2400 personal cell</p> | <p>11. <b>Yvonne Pena, LCSW-P</b><br/>Director, City of Durham Human<br/>Relations Department<br/>101 City Hall Plaza<br/>Durham, North Carolina 27701<br/>919-493-8814 (home)<br/>919-560-4107 x 245 (office)<br/>919-308-2432 (cell)</p> |
| <p>3. <b>Alyson P. Bosworth, Treasurer</b><br/>(2009)<br/>3 Summertime Court<br/>Durham, NC 27707<br/>919-490-9717 (home)<br/>919-906-9015 (cell)<br/>919-287-9420 (work)<br/>919-287-9421 (fax)</p> <p>Pinpoint Mortgage Partners</p> | <p>7. <b>Dr. Keelee MacPhee</b> (2010)<br/>204 N. Dillard Street<br/>Durham, NC 27701<br/>919-341-0915 (work)<br/>919-699-4508 (cell)</p> <p>Renaissance Plastic &amp;<br/>Reconstructive Surgery</p>   | <p>12. <b>Kecha F. Hill</b><br/>2078 Partridge Court<br/>Creedmoor, NC 27522<br/>919-528-5805 (home)<br/>919-416-4190 (office)<br/>919-451-7431 (cell)<br/>919-286-2317 (fax)</p> <p>Asst. VP, SunTrust Banks, Inc.</p>                    |
| <p>4. <b>David Bridge</b>(2009)<br/>2431 Tryon Road<br/>Durham, NC 27705<br/>919-493-2993 (home)<br/>919-597-9065 (cell)<br/>Office: 919-294-4162</p> <p>Adamas Consulting</p>   | <p>8. <b>Laura Chesnut</b> (2010)<br/>3213 Doubleday Place<br/>Durham, NC 27705<br/>919-403-9501 (home)<br/>919-452-3907 (cell)</p> <p>Educator &amp; Volunteer Advocate</p>                            | <p>13. <b>Ashlie Brush</b><br/>2616 Erwin Rd. #2437<br/>Durham, NC 27705<br/>310-597-2499 (cell)</p> <p>Volunteer Board Member<br/>Duke University Fuqua Student</p>   |
|  | <p>9. <b>Ann F. Jaeger</b> (2010)<br/>1814 Parker Lane<br/>Henderson, NC 27536<br/>252-492-7415 (home)<br/>919-451-6064 (cell)</p> <p>Interiors by Decorating Den</p>                                   | <p>14. <b>Elly O'Rourke</b><br/>2211 Hillsborough Rd. 4072<br/>Durham, NC 27705<br/>919-328-0046</p> <p>Volunteer Board Member<br/>Duke University Fuqua Student</p>   |

Aurelia Sands Belle, Executive Director

206 N. Dillard Street; Durham, NC 27701

919-403-9425 x 233 (office) 919-490-9726 (fax) 402-612-8985 (cell)

**Durham Crisis Response Center  
Meeting of the Board of Directors  
Tuesday, June 23, 2009  
~ Agenda ~**

6:00 pm

## Call to Order

- Welcome
- Establishment of Quorum

Fritz LaBarge, Chair

### Acceptance of Last Minutes & Official Correspondence

David Bridge, Secretary

## Presentation – Crisis Line

Deanna Manley,  
Crisis Line Coordinator

## Old Business

- Committee Assignments

Fritz

### Committee Reports:

- Executive
- Finance  
Budget FY10
- Fundraising
- Board Development

Fritz LaBarge, Chair

Alyson Bosworth, Treasurer

Jackie Davis-Ellis

Dianna Wells

## New Business

- 

## Executive Director's Report

- **Conflict of Interest Issue**

Aurelia Sands Belle

## Announcements

7:30pm

### Adjournment

Please Mark your calendars for the next Scheduled Board Meeting Dates  
(4<sup>th</sup> Tuesdays at 6:00 pm)

## **DCRC BOARD OF DIRECTORS**

**Aurelia Sands Belle, Executive Director**

**Presented, April 11, 2010**

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### **PROGRAM HIGHLIGHTS:**

#### **Client:**

*Sarah was a 45-year old homeless woman, referred to DCRC by Housing for New Hope (HFNH). She was receiving case management from HFNH when her paramour stabbed and sexually assaulted her. DCRC responded to the hospital and assessed her for emergency shelter. Through onsite shelter screening, we learned of her substance abuse and mental health issues. We worked with HFNH to get her stabilized and determined that it was not safe for her to remain in Durham. HFNH made contact with a shelter in another part of state, they also worked out the financial arrangements and Sarah was moved.*

*Consuela, a Latina client, received several extensions of her stay in the shelter. Her husband took her documentation and it took time and effort to prove her status so she could avoid deportation. Meanwhile, her children were removed from her care and she needed to demonstrate to the county her stability in order to have her children returned. They continue to participate in family therapy and will move out of the shelter next week into an apartment. She is employed, and otherwise doing well. She is in need of household items, so feel to let Alma know of any donations you wish to make.*

*\*not real names*

#### **1. Services (May 09)**

##### **▪ Shelter**

- May '09, DCRC sheltered 9 women and 7 children;*
- We were full of 28 days*
- Turned away 7 women – [4 for lack of space ; 3 primary issue was homelessness]*
- Held 104 case management sessions*
- Assisted 1 woman in locating violence-free living within the community*

To our knowledge, our shelter has the only dedicated handicapped accessible room for a DV/SA survivor in the state. Monies through the Suther Foundation made this work possible. The staff is looking funds for further expansion projects.

We will be on target to over an overnight position in July, meeting NCCFW's new requirement for 24-hour coverage.

##### **▪ Crisis Line**

- Volunteers provided 1152 hours and staff provided only 36 hours on the crisis line*
- Began the interview process for new advocates*
- Volunteer Open House -- June 29<sup>th</sup> at 5:30 pm – 6:30 pm (see flyer)*

- **Non-Residential Services**

A “Sweat it Out!” Sweat suit drive is under way (see flyer). We need donations of new sweat suits for survivors to wear once they leave the hospital. Oftentimes, their clothes are evidence and therefore, kept. Suit suits are something comfortable they can wear home. We need sizes M to XXL.

**Legal Advocacy Training** – this training is from June 22 – 24, 11:1am - 1:00 pm at DCRC. A core of volunteers, interested in helping victims through the court process, will receive training from staff and area professionals.

- **Community Education:** On May 30, Beloved Community sponsored a Resource Fair and Picnic that was open to the public from 10:00am – 3:00 pm. Approximately **200** people received information about DCRC.

2. **PFC** – The staff continues to check out appropriate sites for possible relocation. Historically, the summer months are slow – donations are needed!

## **MEETINGS**

- June 5 – Attended the Results Based-Accountability Meeting, requirement for city and county funding. May 1 – Attended City County Violence Prevention Meeting
- June 9 – participated in federal site assessment regarding collaboration with NCCU for DV/SA Peer Education Program
- June 10 – Mayor's DV/SA Task Force
- June 12 – Solomon's Institute on-site assessment
- June 13 – Solomon's Institute Mandatory Workshop
- June 16 – Finance Committee meeting
- June 17 – Executive Committee meeting
- June 18 – Fundraising Committee meeting
- June 20 – Solomon's Institute Mandatory Workshop

## **STAFF**

- Attended “Domestic Violence: Building Partnerships to Expand Our Reach” sponsored by US Attorney's Office & NCADV
- Continued participation in Women in Connection

We are currently advertising to hire a Community Educator (PT) and Counselor (PT). United Way funds support these positions.

## **DONATIONS & FUNDRAISING**

June 23, 2009, attended Triangle Community Foundation's “**Retool for 2010: Building a Brighter Future for Triangle Nonprofits.**” It was a great workshop. They emphasized that individual donors and organizations (companies) are who we should target.

## **ITS**

**plied for the following:**

- **Solomon's Institute** – finalized capacity building grant

- **Homelessness Prevention & Rapid Re-Housing Program (HPRP)** – a federal initiative monitored by the Durham Housing Authority. DCRC will apply for funds for case management and possibly rental and utilities assistance.

**Grant Received:**

- Emergency Shelter Grant (state) – received **\$6,736 to support the shelter**

**FACILITIES MANAGEMENT:**

An exterminator determined that the administrative office has rodent infestation. He is in the process of treating the building.

A pipe in the shelter burst, causing more than \$700 in damages. In addition, the air conditioning unit went out and cost \$600 to repair. We have been advised, that we need to replace the unit at a cost of approximately \$3,400.00

**MISCELLANEOUS**

DCRC was asked our opinion about DPD's decision to cut out a DV Investigator's position in light of recent funding constraints with the City. After talking with the police, we learned that they were already operating without two such investigators. We indicated that we have not experienced any interruption in services, but will be very vocal should there be any negative repercussions.